

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3602 for the Mississippi Crime Lab (MCL)
From: David L. Litchlitter
Date: June 19, 2009
Subject: Responses to Questions Submitted and Clarifications to Specifications
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RFP Number 3602, Section VII Technical Specifications, is hereby amended to read as follows:

1. Page 34, add Item 2.5 to read as follows: "A customizable Commercial Off-the-Shelf (COTS) solution."
2. Page 34, add Item 2.6 to read as follows: "Must have a functional "live" base system installed in at least 3 locations."
3. Page 36, add Item 5.2.6.1 to read as follows: "Preferential consideration will be given to a proposed solution that offers a base set /adjust filters ad hoc query."
4. Page 36, add Item 5.2.6.2 to read as follows: "Preferential consideration will be given to a proposed solution that has the capability to offer "one off" custom reports."
5. Page 36, add Item 5.2.9.1 to read as follows: "Ability for each coroners to enter their individual continuing education information online."
6. Page 36, add Item 5.2.9.2 to read as follows: "Ability for each individual coroner to view their own data and no one else's."
7. Page 36, add Item 5.2.9.3 to read as follows: "Ability to list the coroner's continuing education information."

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Is this opportunity a new requirement or are there existing incumbents?

Response: **This is a new requirement. There are no incumbents.**

Question 2: Do you have an estimation on the contract value and/or duration?

Response: **This is a competitive process; therefore, Mississippi Crime Laboratory (MCL) will not provide guidance, on the expectations of the contract value. As for the duration of the contract, refer to Exhibit A, Standard Contract, Article 2 Period of Performance.**

Question 3: Item 2.2 States:

“2.2 Vendor presentations are mandatory. Refer to Section 4, Procurement Project 2.2.1 Vendor presentations may be conducted via web, if not able to attend in person. 2.2.2 Vendor must demonstrate to MCL the use of their coroner case management system.”

Do these requirements exclude a proposed custom built solution? This wording sounds as if MCME/MCL is only considering pre-built database applications to accomplish these goals. Will a web-based, custom built solution be acceptable?

Response: **MCL requires a COTS solution that can be customizable. MCL does not wish to have a developed from scratch or beta solution to be proposed. Any proposed solution must already have a functional “live” base system installed in at least 3 other locations. Preferential consideration will be given to any proposed solution that has a functioning “live” system in a state wide location.**

Question 4: Questions regarding the “Section 3 General Overview”

- a) Can an example of the NHTSA standard format be obtained for evaluation in either paper, or digital form, if so, How?
- b) For : “*Number of fatal vehicle crashes occurring on Mississippi roads*”, What is the total number of fields that will be collected for this statistic?
- c) For: “*Location of crash/location of death*”, What is the total number of fields that will be collected for this statistic?
- d) For: “*Toxicology Results*”, What is the total number of fields that will be collected for this statistic?
- e) For All of these above, will there be a need to upload and store supporting documentation (Scans, Images, PDF files, Toxicology report hard copies, etc)?

Response: **a) If providing a COTS solution as described in Section VII, Technical**

Specifications, Item 2.5, Vendor should already be familiar with and have this information.

- b) Refer to the response to Question 4a.**
- c) Refer to the response to Question 4a.**
- d) Refer to the response to Question 4a.**
- e) Yes. Refer to Section VII, Technical Specifications, Item 5.2.5**

Question 5: Question on “5.2.3 Ability to search on traffic related deaths as well as any death Statistics”

Aside from an obvious keyword search, Approximately how many filter fields will be required in the search results (basically for “Advanced searching”)

Response: **Refer to the response to Question 4a.**

Question 6: Question on “5.2.6 Customizable ad-hoc reports as well as Mississippi standard reports. See Exhibit B for a list of the Mississippi reports.”

Can you please describe the ability for users to create “Customizable ad-hoc reports”. Will the users wish to start with a base set and adjust filters to achieve the report results, or will the users need the ability to create completely “one off” custom reports?

Response: **Proposed solution should offer a “base set / adjust filters” ad hoc query. Any proposed solution that has the ability to offer “one off” custom reports would be given preferential consideration. Preferential consideration will also be given if reports can be generated utilizing Crystal Reports.**

Question 7: Question on “5.2.7 Ability to generate Cremation Permits.”

- a) Can we obtain a version of what this Permit Looks like**
- b) Will we be required to provide the data input form for this permit generation (i.e. name, address, etc, etc)**
- c) Will the information needed to generate the Cremation Permit be dynamically pulled from a pre-existing, external datasource, and if so, what are the database specifications?**

Response: **a) A copy of the cremation Permit is posted on the ITS website for this RFP. The form is labeled ME-16, Permit for Cremation or Burial at Sea.**

- b) Yes.**
- c) No, permit creation should allow “auto fill” from proposed solution or by manually entering the information.**

Question 8: Question on “5.2.8 Ability to generate Autopsy Permits.”

- a) Can we obtain a version of what this Permit Looks like?**
- b) Will we be required to provide the data input form for this permit generation?(i.e. name, address, etc, etc)**

- c) Will the information needed to generate the Autopsy Permit be dynamically pulled from a pre-existing, external datasource, and if so, what are the database specifications?

Response:

- a) **A copy of the Autopsy Permit is posted on the ITS website for this RFP. This form is labeled ME-17, Permit by Medical Examiner for Autopsy.**
- b) **Yes.**
- c) **Refer to the response to Question 7c.**

Question 9: Question on “5.2.9 Ability to enter Coroners’ continuing education studies to receive credit for continuing education.”

- a) We need a substantial amount of additional information here in order to accurately propose a solution. Can Additional details of the Coroner’s continuing education process be supplied?
- b) Will the proposed system be offering actual CE courses via distance learning within this proposed project?
- c) Will the Coroner’s office simply need to enter, track and maintain the CE units for state coroners? If Yes, How many fields will be needed?
- d) Will there be any grading or delinquency notification needed to be built into the proposed solution, and if so, what should the business rules around this process be? Will the system be emailing notifications to delinquent coroners?
- e) Will these classes / credits / notifications be managed, through the propose system, by a designated administrator, and if so, what functionality should be required in the proposed system to be able to accommodate this management?
- f) Will there be a need for this information to be exported routinely to external databases?

Response:

- a) **Each coroner needs the ability to enter their individual continuing education information online, and view their own and no one else’s data. They need the ability to “list” the information, it is not necessary for this information to be searched.**
- b) **No.**
- c) **Yes. Refer to the response to Question 4a.**
- d) **No.**
- e) **This information will only be managed to the extent that an administrator with the Mississippi State Medical Examiner office should be able to open and view the information from all of the coroners listed.**
- f) **No.**

RFP responses are due June 26, 2009, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-359-2612 or via email at Tangela.Harrion@its.ms.gov.

cc: File 38208